The Changing Face of Harrisonburg’s Central Stores

Part One of A Continuing Series

By Jeffrey Moyer, CPPB
Inventory Control Specialist
City of Harrisonburg, Central Stores

It had been obvious for quite some time that the City of Harrisonburg had outgrown its current storage facility and needed room to grow and better serve the departments that serve the City of Harrisonburg. Sometime in 1996 the idea emerged to build a new Central Stores warehouse. Various large warehouse and storage facilities were visited, thoughts and ideas were exchanged, and a concept began to take shape.

Central Stores’ main warehouse has been located in the rear of the Public Works Department building for many years. Adequate storage space and opportunities for expanded service to the city have been limited in this facility. Larger items have been stored outside in another location, stock levels have been limited, and new items were given very careful consideration before being included in stock.

Due to other, more pressing matters, the plan was shelved until sometime in late 2003 or early 2004 when a committee was assembled to start the process of identifying the needs of the warehousing system and come up with a workable plan.

Central Stores has a varied and diverse inventory of over 118,000 items including water and sewer service and repair materials, janitorial supplies, office paper, tire chains, cutting edges, personal safety supplies, and a host of other items required for the daily continued on page 7...

VAGP Spring 2005 Conference
“Connecting Resources… Maximizing Performance”

Visit Fairfax County
“You’ll love being in the middle of things.”

The 2005 VAGP Spring Conference is being held in Fairfax Virginia at the beautiful Fair Lakes Hyatt April 27 -29th with a golf tournament on April 26th at one of the County’s fabulous public courses, Twin Lakes.

The conference offers a myriad of professional development sessions, keynote speakers and fun filled charity events to benefit Children’s Hospital Burn Unit. There will be cutting edge topics such as developing a paperless contract file and the procurement professional’s role in supporting emergency operations, as well as brass tacks seminars on pertinent topics like insurance and bonding, fuel purchasing and the PPEA – Public Private “Everything” Act of 2002. continued on page 6...
From the Desk of the President

By Nancy M. Davis, CPPB, CPPO, VCO

As your 2005 VAGP President, I am excited about the events that are unfolding for our year ahead. Plans for our Spring Conference in Fairfax County are finalized and plans for the Fall Conference in Chesterfield County are under way. More on those conferences are in the News & Views or posted on our VAGP website (www.vagp.org). Great educational seminars have been planned by your Education and Professional Development committees.

With the help of the Board and membership, I hope to achieve several goals this year. One goal is to bring back the one-day regional conference. This will allow people to participate in educational opportunities regionally that may be unable to attend the 3-day spring or fall conference. Another goal is outreach to those in public purchasing unaware about how much this organization can help them learn about the purchasing aspects of their job. I’ve asked the Membership Committee to lead the effort to seek out people in public bodies responsible for purchasing under the VPPA – “Public body” means any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision. VAGP should have a voice in legislative affairs. A goal is to keep the membership informed of the good, the bad, and the ugly of legislation presented this year and to solicit your input. As the transition of our server from VITA to OMG is completed, I want the VAGP website to be where our membership knows to go for information, advice, and news. A new list-serve feature coming this year will allow special interest purchasing groups to share information. On-line sales are on my list; I want to look into carrying less inventory and a greater selection of goods and wearables for our membership by having the contractor supply on demand. Through support from your VAGP Professional Development Foundation, I want to increase the number of scholarships awarded to VAGP members.

I want to extend an open invitation to the membership to attend your Board of Directors meetings. This way you, too, will have the opportunity to observe and learn about the operation of your organization. The meeting schedule is posted on the website and in this edition of the News & Views (page 8). A special invitation is extended to all committee members to join their committee chairs at the BOD meetings or teleconferences. Contact the Secretary, Lisa Cumming, to make arrangements one week before the meeting.

If you have an interest in becoming a leader in your organization, we have a mentor-protégée program. See your First At-Large member on the BOD, Terri Hudgins, for more information about being mentored by another member of VAGP. If you have interest in giving back to other members of your organization, contact the committee chair and join a committee. The best part about being a member of this organization is its people. Many of us are far smarter than any one of us. We learn from each other.

Several committee chairs were asked and have volunteered to continue their Board positions and several new faces have been invited to join the Board this year. New elected officers are James Falls, CPPB - Second At-Large Member and Lisa A. Cumming, CPPB, VCO - Secretary. New committee chairs are Steve Coomer, CPPB – Education; LaVerne Branch, CPPB, VCO – Technology; Lacie Davis, CPPB, MPA – Legislative; Pam Simpkins, VCO - Ad hoc Regional Conference; and taking over the News & Views sub-committee is Carline Deal, CPPB, VCO, C.P.M.

An integral part of our operation is Organization Management Group, with Gail Philips as our OMG Executive Management resource, who has offered her expertise, advice and management to help make VAGP the thriving and successful chapter that it is. Contact OMG at vagp@managegroup.com to update your membership information.

I will do my best to lead VAGP in 2005. Thanks to my predecessors who have taught and inspired me, to my fellow officers for their teamwork, to the committee chairs for your willingness to work for and give back to your organization to strengthen it, and to the membership for your support. Together we can work toward and seek our united vision… Leading Public Procurement in Virginia.
Recently, Governor Warner has directed the establishment of strategies to increase the amount of the state’s procurement dollars going to Small, Women-owned and Minority Businesses. These firms have been given the acronym “SWAM”. The Virginia Department of Minority Business Enterprise (VDMBE) has provided directives to state agencies to accomplish increased awards to SWAM firms.

The measures that the state has implemented are the result of a study that concluded the presence of a disparity between the number of available minority firms compared to the total number of minority firms available. The judicial system has previously ruled that prior to a remedial program being implemented, a study must first be conducted that establishes that there has been discrimination. The remedy must be narrowly tailored to the study findings.

Although well intentioned, local public bodies within the Commonwealth (i.e.: cities, counties, towns, school divisions, etc.) that have not had a disparity study performed must use caution before establishing remedial initiatives. All policies and procedures should be race and gender neutral.

Local public bodies can take measures to maximize opportunities for SWAM firms. Under the leadership of Sheri Chapman, Director of Purchasing, the City of Newport News has adopted policies and procedures that address the importance of doing business with SWAM firms. We have aggressively considered practices that can be effective and which can be implemented within the flexibility of the Public Procurement Act. Some of the initiatives we have taken are described below. These initiatives were already in place prior to the state’s implementation of similar procedures, and are continuously enhanced.

**Staff Evaluations:** Staff evaluations are based in part on minority initiatives, efforts and successes. Not only are the quantitative measures considered (i.e.: the number and percentage of minority contacts made for solicitations), but consideration is also given to effort and commitment to establishing and utilizing additional outreach efforts.

**Prompt Payment Terms:** To improve cash flow for disadvantaged firms, all SWAM firms automatically receive payment terms of Net 5 (rather than the typical Net 30).

**Requirement that Minority Firms are Contacted:** When competition exists, a minority firm MUST be contacted for any transaction of $500 or more. This applies to both the professional buying staff as well as to end-users to whom small purchase authority has been granted.

**Utilization of Support Organizations:** Dependant upon the transaction value, staff is required to search the VDMBE website for SWAM firms to contact. We also are members of the Virginia Minority Development Council (VMSDC) and utilize their directory.

**Develop a Culture of Concern:** We are concerned when firms do not respond to our solicitations. As a matter of practice, we send follow-up inquiries to firms to find out WHY they chose not to respond. Their responses help us to determine if there are impediments in our operations that prevent firms from participation. The mere fact that we are following up has impressed minority firms, and is leading to an increasingly positive culture between the City and the vendor community.

**Subcontracting Participation:** We have strengthened language in our solicitations and our follow-up that impresses upon Prime Contractors to utilize SWAM firms.

The above initiatives are a sampling of steps that the City of Newport News has taken to improve the participation of SWAM

*continued on page 6*
From Point A to Point B  
By Nancy M. Davis, CPPB, CPPO, VCO

This is the story of how I got from Point A (a new-bee in public purchasing) to Point B (your VAGP President). It’s recounted here because I’ve been asked about the roadmap of my public purchasing career…Point A to Point B.

My life in public procurement began in 1988 at an Authority where the Virginia Public Procurement Act (VPPA) and proper purchasing procedures were not considered to be very important. I was given an outdated copy of the VPPA and state’s Agency Procurement and Surplus Property Manual (APSPM) and told to learn them; the Authority loosely followed the rules. I learned about DPS through the APSPM and soon found contacts there who were willing to answer questions for a new-bee in the purchasing profession. I had five “answer-guys,” three of whom are still active in the profession: Bob Fothergill (VRS), Wiley Rowsey (DOE) and Paul Higgins DGS/DPS).

VAGP was introduced to me through my contacts at DPS; I joined VAGP in August 1989. Those who attended my installation as your President at the 2004 Fall Conference in Charlottesville, saw me pull out my original membership certificate. I have had it neatly filed for the past 15 years…not at all surprising to those who know me well as a pack-rat extraordinaire. My VAGP membership has always meant a lot to me.

My employer, “the Authority,” did allow me to take training classes and to attend conferences, so I took advantage of that and attended my first VAGP conference in the fall of 1989. I was the only person from my agency and really didn’t know anyone, but I went to the conference and found a new family of friends, colleagues, people who do the same thing I do but knew what they were doing!

At the 1990 spring conference I met two ladies who were studying for their CPPB exam; we’ve now been friends for over 15 years. Carline Deal and Gloria Niblett inspired me to take the courses and prepare for the CPPB certification. I was proud to get that certification in 1991, with thanks to many of my new friends and colleagues. The CPPO was my next goal, which was accomplished in 1993. That year I decided to start giving back to the profession. Obtaining knowledge about what we do, why we do it, how we do it, and how we can do it better gave me so much self-confidence and self-satisfaction that I wanted to share with others who had the desire to learn.

My first contribution to the members of VAGP was through two years on the Education committee, 1993-1994. It was not only because I could sponsor a class and attend it free (I’m a frugal pack-rat) but, also because education is really where my heart is. My background includes a degree in education. I was asked and agreed to facilitate a CPPB review session at a conference in 1994. Then I was invited by Eugene Anderson, 1995 VAGP President, to become a member of the 1995 Board of Directors as ad hoc chair of the Professional Development Committee. The low-fee seminars were started. In 1997, a very successful regional conference was planned and hosted at Radford University.
**PROFESSIONAL DEVELOPMENT**

By Cathy Hodock, CPPB, VCO, VAGP Professional Development Committee Chair

**Professional Development Committee:** This committee serves the VAGP membership by offering low-fee seminars and certification review sessions that provide professional development and networking opportunities, promote professionalism, and increase ethics and value in public procurement. Please contact any of the following committee members to host a low-fee seminar at your agency, share your ideas for new seminar topics, or to offer suggestions to help improve the seminars or certification review workshops.

- **Kimberly Bates**  
  County of Henrico  
  804-501-5664  
  bat40@co.henrico.va.us

- **Eloise Bowling, CPPB**  
  City of Lynchburg  
  434-455-3961  
  eloise.bowling@lynchburgva.gov

- **Linda B. Davenport**  
  VA Highlands Com. College  
  276-739-2423  
  ldavenport@vhcc.edu

- **Linda S. Davenport, VCO**  
  VDOT Amherst Residency  
  434-947-2159  
  linda.davenport@virginiadot.org

- **Cathy Hodock, CPPB, VCO, Chairperson**  
  County of York  
  757-890-3682  
  hodockc@yorkcounty.gov

- **Linda Ketter, CPPB**  
  Williamsburg-JCC Public Schools  
  757-253-6754  
  ketterl@wjcc.k12.va.us

- **Jennifer Luchard, VCO**  
  City of Charlottesville  
  434-970-3860  
  luchard@charlottesville.org

- **John McConnell, CPPO**  
  City of Virginia Beach  
  757-427-8272  
  jmcconne@vbgov.com

- **Kelly Shaklee, CPPB**  
  Spotsylvania County Schools  
  540-582-7055  
  Kshaklee@spotsylvania.k12.va.us

- **Linda Wade, CPPB, Assistant Chairperson**  
  HRSD  
  757-460-7311  
  lwade@hrsd.com

**CPPB/CPPO Reviews and Exams Sessions** will be held April 27-30, 2005 in conjunction with the VAGP Spring 2005 Conference in Fairfax and then again in conjunction with the VAGP Fall 2005 Conference to be held in Richmond. If you are interested in attending the review sessions/exams you must register for the VAGP conference and mark the appropriate boxes on the registration form. If you are interested in obtaining either of these certifications offered by the UPPCC and sitting for one of the exams you must apply to and be approved by the UPPCC, through NIGP, at least 4-6 weeks before the scheduled exam date. Certification requirements and applications are available on NIGP’s website at [www.nigp.org](http://www.nigp.org) under Professional Development. Note: NIGP has switched over to the new LEAP program and there are new editions of the CPPB and CPPO Study Guides available from NIGP. You must obtain and have the current edition of the appropriate Study Guide to follow along with the review sessions.

**Seminars:** The Professional Development Committee feels 2004 was a successful year. We sponsored 8 low-fee seminars at various locations throughout Virginia at which 150 attendees received professional development, offered 2 review sessions/exams, and added 2 new low-fee seminars. We hope to offer even more of these services to the membership during 2005. We have 4 seminars scheduled to date (some details are still being ironed out). All of these seminar notices and registration forms will be posted on the VAGP website, [www.vagp.org](http://www.vagp.org), and notices are emailed out to the membership through the VAGP ListServ.

**Here’s the schedule to date:**
- Date TBD – Emergency Preparedness/WTC Experience or Great Expectations – Williamsburg
- 5/06/2005 – Planning and Conducting Successful Meetings – Spotsylvania

**Hosting A Low-Fee Seminar:** If you are interested in hosting one or more low-fee seminars (listed under Professional Development on the VAGP website) at your agency, just contact the committee member closest to you, and we’ll do the best we can to get the appropriate instructor to your area. A few of the benefits of hosting a seminar at your agency are: one employee from your agency may attend the seminar at no charge, you don’t have to spend time traveling and save travel expenses, you show your agency and others that you promote the value of public procurement, and all while you’re performing a volunteer service for VAGP.
Hundreds of vendors have been invited to participate in the expo with a broad range of products and services from playground equipment to telecommunications and everything in between.

The invited key note speakers will both enlighten and entertain you with a global survey of public procurement and a cartoonist’s take on the profession. Come see and hear what, Jim Toomey, the creator of Sherman’s Lagoon thinks about our work!

Dance to the music of Leggz, a high energy band with a knack for rock, soul, country and more. Who knows, you may even catch a glimpse of a celebrity act. Play BINGO, bid on specialty items or simply donate for charity. Network with your colleagues form around the Commonwealth and throughout the Washington Metropolitan region.

Fairfax County, Virginia draws visitors from around the world who love to be in the middle of things. Whether here to visit attractions and shop in Northern Virginia, visit the National monuments in Washington D.C., or enjoy the wine and horse country to the west, Fairfax County is in the center of it all. April is a beautiful time of year to visit the Washington metropolitan area and with a little luck, the beautiful cherry blossoms might be in bloom!

Forms and more information can be found at VAGP’s website, www.VAGP.org. For information on things to do and see in Fairfax, go to http://www.visitfairfax.org/.

...SWAMs, continued from page 3

firms in the City’s business activities. And we haven’t stopped our efforts to continue to improve. In order to measure the effectiveness of initiatives, mechanisms are in place to effectively collect data for analysis and validate its accuracy. Currently, we are working on improving the accuracy of our bidder file to ensure that we accurately identify all SWAM firms. We anticipate that these efforts will likely increase our reportable awards for SWAM firms above current levels. (Surprisingly, we have found that some SWAM firms did not want to be classified as Small, Women-owned or Minority for concern of being discriminated against).

The initiatives that the City of Newport News has and continues to develop are targeted to improve the business community’s success in participating in our procurement opportunities. Within the limitations the courts have established for the implementation of policies and procedures established to improve awards to SWAM firms, we encourage all entities to aggressively pursue practices that will facilitate SWAM participation.

Be sure to visit the VAGP website for all the latest updates on education, meetings, and other member news.

www.VAGP.org
It was decided to plan a facility of 10,000 square feet with approximately 8,000 square feet dedicated to warehousing, an elevated storage mezzanine of approximately 2,000 square feet, and 2,000 square feet of office and administrative space for a staff of up to four or five.

After the proper bid process was followed, a design build contract was signed and awarded to Lantz Construction Company of Broadway, Virginia, and a building began to rise out of the ground. This is my first experience with design-build and construction in general and it has been both educational and somewhat trying, in that I was out of my usual element, but that is how we learn, by trying new things.

It is amazing how many little things we take for granted each day, never noticing them or how they came to be, until one has to start over in a new environment. There is the day-to-day process of the construction to be monitored, racking designs and locations to determine, the planning of what will go where in the new facility, how we will move the inventory and when, how many phones and computers we will need, furniture and fixtures for the building, the list goes on and on. What was at one time a seemingly simple and distant task revealed itself to be a monumental, but do-able, undertaking.

The construction officially started on January 18, 2005, with an anticipated completion date of late July or early August. Today footers are being poured, walls are starting to rise, the dock is framed, and a lay out pad has been constructed in anticipation of the February 9 delivery date of the building. A new Central Stores/Purchasing facility is coming to Harrisonburg. Stay tuned.
What is VAGP all about?
By Nancy M. Davis, CPPB, CPPO, VCO

Vision: Leading Public Procurement in Virginia.

Mission: VAGP is dedicated to promoting professionalism and ethics in public procurement to help government realize the ultimate value for the public dollar. This is accomplished through education, technical advice, networking, and influencing legislation affecting public procurement.

Membership: Public purchasers.

VAGP will provide programs, products and services its members need to excel in public purchasing. VAGP is committed to being highly responsive to member needs, financially sound, and well managed.

- Increase volunteerism.
- Elevate stature of professionalism and educational undertakings.
- Regional outreach.
- Increased certification.
- Quality of items sold.
- Increase communication.
- Educate.
- Improve efficiency and timeliness of communications.
- Improve conference topics.
- Promote professionalism.
- Promote membership growth.
- Mentorship.
- Increase new VAGP seminars.

Leadership: Officers, directors, executive management staff, and committee chairs.

VAGP will focus on recruiting competent, highly qualified members for leadership positions. VAGP leaders will serve the association, represent its membership and promote the goals of the association Strategic Plan.

- Perform to expectations outlined in Board of Directors manual.
- Recruit competent volunteers to be leaders.
- Plan and budget effectively.
- Respond to members needs (proactive).
- Implement Strategic Plan and Plan of Action.
- Identity potential leaders and encourage mentorship.

Members helping members - that’s what it’s all about.

Legislative Committee
By Lacie Davis, CPPB, MPA

Greetings, members. I had some difficulty trying to decide what to write my article on for the News and Views. What would be an interesting topic that had something to do with the Legislative Committee? I was stumped, until I watched the Inaugural Address and was reminded of what it feels like to be an American and how lucky we all are to live in the United States of America. On January 19, the Legislative Committee sent two Legislative Action Summaries opposing 2 bills to the Chair of the House FOIA-Procurement Committee. We have the freedom to participate in the legislative process without persecution, and the ability to help shape laws and policy, a freedom many in other countries do not. Regardless of what your political affiliation is, we are all Americans and we value our freedoms and liberties. Reflect on that and never take it for granted.
## 2005 Board Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2005</td>
<td>Virginia Housing Development Authority</td>
<td>9:30 am</td>
</tr>
<tr>
<td>February 11, 2005</td>
<td>Teleconference – Complete Board</td>
<td>9:30 am</td>
</tr>
<tr>
<td>March 25, 2005</td>
<td>Teleconference – Complete Board Officers meet at OMG, VA Beach Office</td>
<td>9:30 am</td>
</tr>
<tr>
<td><strong>April 27 – 29, 2005</strong></td>
<td><strong>Spring Conference– Fairfax County</strong></td>
<td><strong>9:00 am</strong></td>
</tr>
<tr>
<td></td>
<td>Hyatt Fair Lakes, Fairfax, VA</td>
<td></td>
</tr>
<tr>
<td>April 27, 2005</td>
<td>Pre-conference Board Meeting</td>
<td>10:45 am, Potomac A/B</td>
</tr>
<tr>
<td>April 28, 2005</td>
<td>Spring Conference Business Meeting</td>
<td>8:00 am, Comm. A</td>
</tr>
<tr>
<td>May 20, 2005</td>
<td>Teleconference – Officers Only</td>
<td>9:30 am</td>
</tr>
<tr>
<td>June 16-17, 2005</td>
<td>Strategic Planning Session &amp; BOD meeting</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>Airfield Conference Center, Wakefield, VA</td>
<td></td>
</tr>
<tr>
<td>July 15, 2005</td>
<td>Virginia Housing Development Authority</td>
<td>9:30 am</td>
</tr>
<tr>
<td>August</td>
<td><em>Happy Vacation!</em></td>
<td></td>
</tr>
<tr>
<td>September 9, 2005</td>
<td>Teleconference – Complete Board</td>
<td>9:30 am</td>
</tr>
<tr>
<td><strong>October 17 - 19, 2005</strong></td>
<td><strong>Fall Conference – Chesterfield County</strong></td>
<td><strong>9:00 am</strong></td>
</tr>
<tr>
<td></td>
<td>Holiday Inn Select, Koger Center South</td>
<td></td>
</tr>
<tr>
<td>October 17, 2005</td>
<td>Pre-conference Board Meeting</td>
<td></td>
</tr>
<tr>
<td>October 18, 2005</td>
<td>Fall Conference Business Meeting</td>
<td>TBD</td>
</tr>
<tr>
<td>November 4, 2005</td>
<td>Teleconference - Complete Board</td>
<td>9:30 am</td>
</tr>
<tr>
<td>December 2, 2005</td>
<td>Virginia Housing Development Authority</td>
<td>9:30 am</td>
</tr>
<tr>
<td></td>
<td>Outgoing ’05 and incoming ’06 BOD</td>
<td></td>
</tr>
</tbody>
</table>
VAGP Professional Buyer of the Year
and Professional Manager of the Year Nominations Accepted

By Nancy M. Davis, CPPB, CPPO, VCO

Employees want recognition over a raise according to employee satisfaction surveys. It’s good to hear “great job!” But, it would be even better if you nominated that person for the Professional Buyer or Professional Manager of the Year Award. Do you have an employee who goes over and above the call of duty? Do you know someone who has made contributions to your entity and to the procurement profession? Take a minute and nominate a deserving individual.

It’s up to you whether or not to tell the person you want to nominate before the nominations are due. If they are told, they can help prepare the submission to both VAGP and NIGP (same submission form). The VAGP Buyer and Manager of the Year will automatically be placed in nomination for the NIGP Professional Buyer and Manager of the Year award. If they are nominated and not informed ahead of time, documentation may be incomplete and may affect the outcome.

The NIGP web site contains the PROFESSIONAL BUYER OF THE YEAR AWARD FORM and the PROFESSIONAL PURCHASING MANAGER OF THE YEAR AWARD FORM. Click on and print out the form at: [http://www.nigp.org/chapter/AwardProgram.pdf](http://www.nigp.org/chapter/AwardProgram.pdf), complete the appropriate section (Buyer or Manager of the Year application) and send it along with an electronic file (Email, CD, diskette, etc.) of backup documentation by April 1, 2005 to:

Nancy M. Davis, CPPB, CPPO, VCO
VAGP President
DGS/Div. Of Purchases & Supply
805 E. Broad Street, PO Box 1199
Richmond, VA 23219

Upson Turns Over Editor Reigns

After 4 years of overseeing the editing of the *News & Views* VAGP newsletter, Amy Upson, from Virginia Beach Public Schools, is turning over the reigns to Carline Deal, Patrick Henry Community College. During Ms. Upson’s tenure the quarterly newsletter went from a printed format to a very professional electronic publication. The *News & Views* is tops among NIGP Chapter member publications and is a great tool for keeping our membership informed of VAGP happenings.

VAGP thanks Ms. Upson for her dedication to producing such a quality document both in the printed form and the electronic format that we have today. Ms. Upson’s knowledge of the print industry and graphic design work enabled her to produce a quality quarterly publication for VAGP. While Ms. Upson’s talents will be missed, we are sure that her replacement as editor, Ms. Carline Deal, will do an excellent job as well.

Amy has been in Purchasing for eleven years, in the position of Procurement Specialist I. She holds the title of CPPB, VCO. She has one brother and two half-sisters. As a young child she traveled with her mother and step-father, who was in the Air Force. She would vacation in Maine, visiting her father. Her husband’s name is Joe; she has two children, a son David and a daughter Ashley; both attend Princess Anne Middle School. Amy is very involved in her children’s many school clubs and activities. She is also very active in her daughter’s Girl Scout troop. She loves to do crafts, especially knitting. She’s even taught a few ladies in her building how to knit those scarves that are all the fashion rage. She also loves to cook, bake, write poetry and short stories. She has a soft spot for animals, rescuing an older dog with some health issues from animal control. Amy is always willing to help others; donating blood regularly and giving to charities. In the words of her support person, Barbara Jerome, “Amy is an all around loving and giving person, never looking for anything in return.”
## Calendar of Events

<table>
<thead>
<tr>
<th>Seminar Title</th>
<th>Dates</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Administration (LEAP)</td>
<td>Feb 23 - 25</td>
<td>FCGC</td>
<td>Martin Krebs</td>
</tr>
<tr>
<td>Planning, Scheduling and Requirement Analysis</td>
<td>Mar 9 – 11</td>
<td>NNCS</td>
<td>Gloria Mercado</td>
</tr>
<tr>
<td>Inventory and Warehouse Management</td>
<td>Mar 10 - 11</td>
<td>FCGC</td>
<td>Wendell Crowder, CPPB</td>
</tr>
<tr>
<td>Developing and Managing RFP's (LEAP)</td>
<td>Mar 16 - 18</td>
<td>VDOTC</td>
<td>Diane McDaniel, CPPB</td>
</tr>
<tr>
<td>Introduction To Public Procurement (LEAP)</td>
<td>Mar 30 – Apr 1</td>
<td>VHDA</td>
<td>Ron King, CPPO, VCO</td>
</tr>
<tr>
<td>Introduction To Public Procurement (LEAP)</td>
<td>Apr (TBD)</td>
<td>Roanoke</td>
<td>Kay Johnson, CPPB</td>
</tr>
<tr>
<td>Get What You Need Through Successful Negotiation</td>
<td>Apr 7 - 8</td>
<td>UMW</td>
<td>Ellie Drew, CPPB</td>
</tr>
<tr>
<td>Sourcing In The Public Sector (LEAP)</td>
<td>Apr 13 - 15</td>
<td>Richmond</td>
<td>Robert Stufflebeem, CPPB, VCO</td>
</tr>
<tr>
<td>Principles and Techniques of Problem Solving</td>
<td>May 11</td>
<td>VDOTC</td>
<td>Diane McDaniel, CPPB</td>
</tr>
<tr>
<td>Contract Administration (LEAP)</td>
<td>May 11 - 13</td>
<td>SPSA</td>
<td>Steve Coomer, CPPB</td>
</tr>
<tr>
<td>Developing and Managing RFP's (LEAP)</td>
<td>May 18 - 20</td>
<td>HCTC</td>
<td>Ron King, CPPO, VCO</td>
</tr>
<tr>
<td>Legal Aspects of Public Procurement (LEAP)</td>
<td>May</td>
<td>Roanoke</td>
<td>Kay Johnson, CPPB</td>
</tr>
<tr>
<td>Project Management for Work Groups</td>
<td>Jun 2 – 3</td>
<td>FCGC</td>
<td>Wendell Crowder, CPPB</td>
</tr>
<tr>
<td>Introduction To Public Procurement (LEAP)</td>
<td>Aug 10 - 12</td>
<td>NVA</td>
<td>Ginger Gordon</td>
</tr>
<tr>
<td>Developing and Managing RFP's (LEAP)</td>
<td>Aug 17 - 19</td>
<td>NNCS</td>
<td>Gloria Mercado</td>
</tr>
<tr>
<td>Contracting for General Construction Services</td>
<td>Sep 9</td>
<td>NVA</td>
<td>Wendell Crowder, CPPB</td>
</tr>
<tr>
<td>Procurement Under Federal Programs and Grants</td>
<td>Sep 14 - 15</td>
<td>SPSA</td>
<td>Diane Culpepper</td>
</tr>
<tr>
<td>Legal Aspects of Public Procurement (LEAP)</td>
<td>Oct 19 - 21</td>
<td>NVA</td>
<td>Ginger Gordon</td>
</tr>
<tr>
<td>Get What You Need Through Successful Negotiation</td>
<td>Oct 26 - 27</td>
<td>Chesapeake</td>
<td>Pat Barber, CPPB</td>
</tr>
<tr>
<td>Effective Contract Writing</td>
<td>Nov 3 – 4</td>
<td>UMW</td>
<td>Ellie Drew, CPPB</td>
</tr>
<tr>
<td>Virginia Public Procurement Act</td>
<td>Nov 4</td>
<td>NVA</td>
<td>Wendell Crowder, CPPB</td>
</tr>
<tr>
<td>Sourcing In The Public Sector (LEAP)</td>
<td>Nov 7 - 9</td>
<td>SPSA</td>
<td>Steve Coomer, CPPB</td>
</tr>
</tbody>
</table>

### Location Index

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCL</td>
<td>Chesapeake City Central Library</td>
<td>SPSA</td>
</tr>
<tr>
<td>COG</td>
<td>Metro Washington Council of Government</td>
<td>UMW</td>
</tr>
<tr>
<td>FCGC</td>
<td>Fairfax County Government Center, Fairfax, VA</td>
<td>VDH</td>
</tr>
<tr>
<td>HCTC</td>
<td>Henrico County Training Center</td>
<td>VDOTC</td>
</tr>
<tr>
<td>NNCS</td>
<td>Newport News Community Services</td>
<td>VHDA</td>
</tr>
<tr>
<td>NVA</td>
<td>Northern Virginia – Site Not Finalized</td>
<td>VPTTC</td>
</tr>
<tr>
<td>SPSA</td>
<td>Southeastern Public Service Authority, Chesapeake, VA</td>
<td></td>
</tr>
<tr>
<td>UMW</td>
<td>University of Mary Washington, James Monroe Campus, Fredericksburg, VA</td>
<td></td>
</tr>
<tr>
<td>VDH</td>
<td>Virginia Department of Health</td>
<td></td>
</tr>
<tr>
<td>VDOTC</td>
<td>Virginia Department of Transportation, Chantilly, VA</td>
<td></td>
</tr>
<tr>
<td>VHDA</td>
<td>Virginia Housing Development Authority</td>
<td></td>
</tr>
<tr>
<td>VPTTC</td>
<td>Dominion Virginia Power Technical Training Center, Chester, VA</td>
<td></td>
</tr>
</tbody>
</table>